Answer Documents Received and Not Tested Students

OEAA Secure Site

Contents

The *Answer Documents Received and Not Tested Students* function allows schools/districts to verify the student online and paper/pencil answer documents have been received by the scoring vendors and submit a reason a student did not test.

The student list includes:

- All students that the school is the Primary Educational Providing Entity (PEPE) whether the student tested or not.
  - PEPE is determined by enrollment records in the Michigan Student Data System (MSDS).
  - The students listed and marked as accountable students is the same student list that you will find on the Accountable Students Enrolled and Demographics page of the Secure Site.
- All students that had an answer document returned from the school whether the school is the PEPE or not.
  - If an answer document was returned by the school for the student, the student will be listed with an answer document received whether the school is the PEPE or not.

This is the only opportunity for schools to verify answer documents received and other possible answer document issues and submit issues, appeals or correct before assessment and accountability reporting.

From the same screen, and during the review of answer documents received, schools can submit a reason a student did not test. Reasons a student did not test for SAT cannot be done during the answer document reviewed for SAT but will be available during the M-STEP and MI-Access answer document review period. PSAT 8/9, PSAT 10, and WorkKeys are not currently used for accountability purposes, therefore schools do not need to nor, can they submit a reason a student did not test.

1. Login on to the Secure Site at www.michigan.gov/oeaa-secure.
2. Select Accountable Students & Test Verification and then Answer Documents Received and Not Tested Students from the Student Assessments menu.
3. Select the Test Period from the Test Period drop down.

a.   "Spring 20XX" includes SAT, M-STEP and MI-Access
b.   "Spring 20XX WIDA" includes WIDA ACCESS for ELLs 2.0 and WIDA Alternative ACCESS for ELLs.

4. Select the ISD, District and School from the drop downs. These may already be filled in based on your security.

5. Click the *Search* button at the bottom right to display the list of students.

6. Notice the task bar just below the Search Criteria section that has opened. These tasks will help guide you through verification of possible answer document issues. Make sure to always review the full list of Answer Documents Received because OEAA cannot systematically find and display all possible issues.

7. The student list will open under the first task of Answer Documents Received.

Answer Documents Received Task

This is a full list of all students that the school is the PEPE (whether tested or not) and students that tested (whether the school is the PEPE or not). Even if you have reviewed and used all other tasks in the task bar to identify and reporting issues, it is still important to review the full list of students to determine if there are any answer document issues that have not already been addressed. OEAA cannot systematically identify all possible answer document issues.

 From this screen, you can submit that a student did not test, a student was tested, appeal PB, appeal NS, or that a student is listed as tested at the incorrect school. You can also filter the columns to locate students with PB, NS, special education (SE), English learners (EL), and home schooled (HS).

If a student that tested is not listed, click the Student Did Test button, without selecting a student, to report the student's test as missing.

a.   If the student was enrolled through the end of testing, an enrollment record in MSDS may also need to be submitted depending on the entrance date. See the dates in the Spotlight for updating enrollment.

2. Students that your school is the PEPE but tested elsewhere will be listed as tested and it will be noted in yellow along with the school code where the student tested. Hover over the school code to see the name of the school. Since your school is the PEPE, this is for information purposes only and the students test will be included in participation for your school.

3. Make sure that any homeschooled students that tested are marked as HS. Make sure no students are incorrectly identified as homeschooled.
    a. If a homeschooled student did test but is not marked as home schooled and the accountable student column says no, you can click on the student's name from the list to go to the student summary page. Once on the student summary page for the student, click on the test cycle link to go to the student demographic page. On the student demographic page, locate the HS field about half way down the page on the left-hand side of the screen and click in the HS box. This will mark the student as home schooled and keep their scores out of the district and school reports.
    b. If a homeschooled student did test but is not marked as homeschooled (HS) and the Accountable Student column says yes, then you must work with your district MSDS person to have MSDS updated with the correct residency code with the correct "as of date" and by the posted deadlines. All dates have been communicated in the Spotlight by this time.
    c. Even if you did not test a homeschooled student, you will still want to filter the HS column by Yes to make sure no students were incorrectly identified as a homeschooled student.
4. If a student is showing as tested at your school but did not test at your school, you should select the student by placing a check mark under the Select column to the far left of the student's name and then click on the *Incorrect Tested School* button at the bottom of the screen.
    a. On the Move Issue screen, you will want to select the ISD, District and School where the student did test. You can only do this if the student tested in a building that you have access to on the Secure Site.
    b. If you do not have access to the building where the student tested or do not know where the student tested, click on the Move Out box.
    c. Click on the *Submit* button at the bottom right hand side of the screen to submit the issue for OEAA review.

Additional Information

Request a move to the following school or move out ☐ Move Out
ISD	District	School
Wayne RESA (82000) ▾	Dearborn City School District (82030) ▾	Geer Park Elementary (09529) ▾

[Submit] [Back]

The tested school change requested issue will be noted on the screen. You can click the link to check the status of this issue or check the status on the Submitted Issues for Answer Documents and Not Tested Students page.

LISTENING	READING	SPEAKING	WRITING
▾	▾	▾	▾
WIDA-P/P Tested school change requested	WIDA-P/P Tested school change requested	WIDA-P/P Tested school change requested	WIDA-P/P Tested school change requested
Not Received	Not Received	Not Received	Not Received
Not Received	Not Received	Not Received	Not Received

Not Received Task

The student list will contain the students that the school is listed as the PEPE and students that had at least one test taken at the school whether the school is the PEPE or not.

- a. This list will display students that have a missing answer document for the test cycle selected.
    - i. SAT, PSAT 8/9, PSAT 10, and WorkKeys only have one answer document. If any part of that answer document was taken, even if not completed, the tests will not show as missing.
    - ii. WIDA, M-STEP, and MI-Access will list students that have at least one content area missing based on the student's grade level.
- b. Use the Accountable Student column to identify the difference between students that the school is not accountable for or a student that tested there but may have moved and the school is no longer accountable.
    - i. If students that have exited the school or district during test and should not be listed as Accountable Student, use the instructions for the Accountable Students Enrolled and Demographics to find out what to do.
    - ii. If the school is not accountable for the student but the student did test at the school, the test taken at the school should show and the Accountable Student column should say NO. This would be correct.
8. Review the list of students that have an answer document missing and do one of two things:
    - a. If the student did test and the answer document (s) is listed as not received select the student by placing a check mark in the "Select" column to the far left of the student's name. Click the *Student Was Tested* button at the bottom right of the screen.
        - i. On the Missing Student Issue/Missing Test Issue screen, select the assessment that the student took from the Missing Test Cycle drop down.
        - ii. Select the grade level that the student tested from the Grade drop down
        - iii. For WIDA, MI-Access, and M-STEP, you will need to select the content area missing from the Missing Answer Documents section.
        - iv. Add any additional information in the Additional Information text box that may help in finding the missing test.
        - v. You must submit a copy of the seating chart showing where the student was seated during the test. If the student did not test in a setting where a seating chart was required (i.e. one-on-one testing, homebound testing, etc), then the Certificate of Attendance and Participation in State Assessments form must be completed. A link to this form can also be found at the top of the Missing Student/Missing Test Issue page.

            Click the *Select* button at the bottom left of the page to attach the seating chart or Certificate of Attendance and Participation in State Assessments.

        - vi. Click the *Submit* button at the bottom right to submit the issue.
            1. This will submit an issue to OEAA to be reviewed.

The above information has been masked and is not real student information.

b. If the student did not test in the content area that is showing as not received, select the student by placing a check mark in the "Select" column to the far left of the student's name. Click the *Student Did Not Test* button at the bottom right of the screen.

    i. PSAT 8/9, PSAT 10 and WorkKeys are not currently included in accountability calculations, therefore, schools will not be expected or able to submit a Not Tested reason.

    ii. The ability to submit a Not Tested reason for SAT will not be available during the SAT answer document review. This will be done during the M-STEP and MI-Access answer document review in June.

    iii. Select a reason from the Not Tested Reason drop down for each of the content areas that were not taken.

    iv. The Comments area will populate based on the selection made.

    v. A full list of Not Tested Reasons is available at the end of this document.

    vi. Supporting documentation can be added by clicking the *Select* button at the bottom left to select the documentation to be added to the not tested reason.

9. The pink Not Received will change to Not tested reason submitted or reporting missing to help keep track of which issues have been submitted. The Not tested reason submitted and reported missing are links to the issues submitted to be able to review and check the status of the issue.
10. You can also use the Submitted Issues for Answer Documents and Not Tested Students screen to view all issues submitted for a school or district, based on your security.

LISTENING	READING	SPEAKING	WRITING
Not Received	Not Received	Not Received	Not Received
Not tested reason submitted WIDA reported missing	Not tested reason submitted WIDA reported missing	Not tested reason submitted WIDA reported missing	Not tested reason submitted WIDA reported missing
Not tested reason submitted	Not tested reason submitted	Not tested reason submitted	Not tested reason submitted
Not Received	Not Received	Not Received	Not Received

This image displays the WIDA ACCESS for ELLs 2.0 content areas

IMPORTANT NOTE: If the student is showing "No" under the Accountable Students, you are not required and cannot submit a not tested reason for the student. Only the student's PEPE will be required to submit a not tested reason for a student.

Prohibited Behavior (PB) Task

This task is only available for WIDA, M-STEP, WorkKeys, and MI-Access. Students listed had a test that marked with a prohibitive behavior.

Did the student(s) listed have a prohibitive behavior during testing?

1. If the student did have a prohibitive behavior during testing, then this is correct and you do not need to do anything.
2. If the student did not have a prohibitive behavior during testing, then you will want to appeal the prohibitive behavior designation.
   a. Select the student by placing a check mark under the Select column to the far left of the student's name and then click on the *Appeal PB* button at the bottom right of the right of the screen.
   b. On the Answer Document Appeal: Prohibited Behavior screen, you will be required to complete all sections except submitting an attachment.
   c. You must explain why the student's test was marked PB and why it wasn't PB and should be unmarked.
   d. Supporting documentation can be attached, but is not required, by clicking the *Select* button at the bottom left hand side of the screen.
   e. Once you have completed all sections, click the *Submit* button at the bottom right to submit the issue for review by OEAA.
3. The list will show that an PB appeal has been submitted. You can use this link to check the status of the appeal or you can use the Submitted Issues for Answer Documents and Not Tested Students to monitor the status of the appeal.

LISTENING	READING	SPEAKING	WRITING
WIDA-ON	WIDA-ON	WIDA-ON (PB) PB appeal submitted	WIDA-ON
WIDA-ON	WIDA-ON (PB)	WIDA-ON (PB)	WIDA-ON (PB)
WIDA-ON (PB) PB appeal submitted	WIDA-ON	WIDA-ON	WIDA-ON

Nonstandard Accommodation (NS) Task

This task is only available for M-STEP, WorkKeys, and MI-Access. If a student uses an accommodation that is not listed on the in the Student Supports and Accommodations Table and is not in the student's IEP or 504 Plan, then the accommodation would be considered a nonstandard accommodation. This is related to accommodations that are required to be in a student's IEP or 504 Plan and not supports or designated supports. Tests with a NS will be invalidated.

Did the student(s) listed have us a nonstandard accommodation during testing?

1. If the student did use a nonstandard accommodation during testing, then this is correct, and you do not need to do anything. The test will be invalidated.
2. If the student did not use a nonstandard accommodation during testing, then you will want to appeal the nonstandard accommodation designation.
   a. Select the student by placing a check mark under the Select column to the far left of the student's name and then click on the *Appeal NS* button at the bottom right of the screen.
   b. On the Answer Document Appeal: Nonstandard Accommodation screen, you will be required to complete all sections, except for adding an attachment.
   c. You must explain why the student's test was marked NS and why it wasn't NS and should be unmarked.
   d. Supporting documentation can be attached, but is not required, by clicking the *Select* button at the bottom left hand side of the screen.
   e. Once you have completed all sections, click the *Submit* button at the bottom right to submit the issue for review by OEAA.

Not EL Task

This task is available for WIDA only. All students taking the WIDA ACCESS or WIDA Alternate ACCESS for ELLs must be identified as an English Learner (EL) student in the Michigan Student Data System (MSDS). If a student is not identified as an EL student and has taken the WIDA, the test will be invalidated.

Is the student(s) an EL student?

1. If the student is an EL student, then you must work with your district MSDS person to have MSDS updated with the correct "as of date" and by the posted deadlines. All dates have been communicated in the Spotlight by this time.
   a. The Secure Site updates from MSDS twice a day, so once MSDS is updated, the student should be removed from this list later that day or by the next morning.
   b. If you are not sure who your district MSDS person is, you can find their name and contact information on the District and Schools Contact page under the Assessment Registration menu.
2. If the student is not an EL student, then this is correct, and the test will be invalidated.

Alt Assessment Received Not SE Task

This task is for WIDA Alternate ACCESS for ELLs and MI-Access only. Students taking the MI-Access Functional Independence (FI), Participation (P), Supported Independence (SI) and WIDA Alternate Access for ELLs must be identified as a special education (SE) student in MSDS. If the student is not identified as SE, then the test will be invalidated.

Is the student a special education student?

1. If the student is a special education student, then you must work with your district MSDS person to have MSDS updated with the correct "as of date" and by the posted deadlines. All dates have been communicated in the Spotlight by this time.
    a. The Secure Site updates from MSDS twice a day, so once MSDS is updated, the student should be removed from this list later that day or by the next morning.
    b. If you are not sure who your district MSDS person is, you can find their name and contact information on the District and Schools Contact page under the Assessment Registration menu.
2. If the student is not a special education student and took the incorrect assessment, then there is correct and there is nothing to do. The test will be invalidated.

Out of Level Task

A student is expected to test in the grade level they are enrolled in MSDS. If the student takes a grade level test other than the grade level in MSDS, then the test will be invalidated.

The screen will display the grade level in MSDS in the MSDS Grade column and the grade the student tested in under the Tested Grade column.
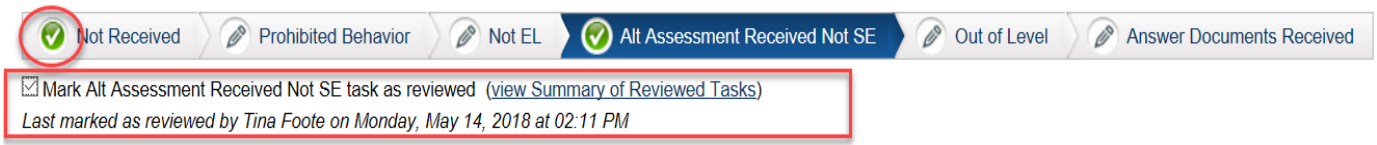
Did the student test in the correct grade?

2. If the student tested in the correct grade level but the MSDS grade level is incorrect, then you must work with your district MSDS person to have MSDS updated with the correct grade level and correct "as of date" and by the posted deadlines. All dates have been communicated in the Spotlight by this time.
    a. The Secure Site updates from MSDS twice a day, so once MSDS is updated, the student should be removed from this list later that day or by the next morning.
    b. If you are not sure who your district MSDS person is, you can find their name and contact information on the District and Schools Contact page under the Assessment Registration menu.
3. If the student did test in the incorrect grade level, then this is correct and the there is nothing to do. The test will be invalidated.

Additional Information
- You can move through the tasks by clicking on each task at the top or by clicking the *Next Task* button at the bottom right of each page.
- A Search Results Key is at the bottom right of each page.
- Each page can be printed or downloaded to assist with the review of the information or to pass along to others for review.
- Don't forget to use the column filters to help in verifying information.

- If you have submitted a missing test/missing student issue, you do not need to submit a not tested reason for the student. A test scores missing not tested reason will automatically be submitted in case the test is not found.
- Once a task (i.e. Not Received, Out of Level, etc) has been reviewed, you can select the "Mark Not Received task as reviewed (View Summary of Reviewed Tasks)" link just below the tasks. This will mark the task as reviewed and log the person, date and time it was selected. This is not used by OEAA and is only for the benefit of the school and district. By marking this, it will not prevent a user from going back to the task and submitting additional issues up through the posted deadline.

Not Test Reasons

- **Absent** - Select this reason if the student had excused or unexcused absences, vacation, appointments, etc.
- **Administrative Error** – Select this reason if there was an error in returning an answer document, missing barcode labels on the answer document, the student was missed for testing, etc. This would also be used if the student's exit date was not submitted in MSDS. This reason is used when an error occurred on the school's part that prevented the student from being tested, the answer document to be scored, or the failure to update student exit information in MSDS.
- **ELL Student Exemption (ELA Only)** – Select this reason if the student has been enrolled in a US school for one year or less. The year is accumulative and may be accrued through multiple visits to the US. Students must have taken the WIDA Screener, W-APT or most recent Spring WIDA to be eligible for the exemption.
- **Expelled with Services** – Select this reason if the student was expelled prior to or during testing and is receiving services from the district.
- **Expelled without Services** – Select this reason if the student was expelled prior to or during testing and is not receiving services from the district. A date of expulsion MUST be provided and should have been updated in MSDS.
- **Late Enrollment/Unable to Test** – select this reason for students that enrolled in the school late during the testing window and was unable to test which may include the school did not have enough materials on hand to the test the student and the opportunity had already passed to order additional materials for testing the student.
- **Local Alternative Soc. Studies (P/SI Levels Only)** – Select this reason if the student took MI-Access P and SI in all other content areas. These students were required to have taken an alternate social studies assessment that could have been developed by the district/school. You will be required to answer additional questions regarding the alternate assessment that was administered.
- **Medical Exemption** – Select this reason if the student had a medical condition that prevented them from testing. You will be required to submit additional information regarding the illness.
- **Grades 5 and 8 Science Only – IEP Indicates Alternate** – select this reason for students in grades 5 and 8 that are special education and would have taken a MI-Access science test if it was available.
- **Grade 12 Only - MI-Access Student** – select this reason if the student is grade 12 and would have taken the MI-Access assessment if it was available for grade 12 students.

- **New to State (Grade 12 Only)** – Select this reason if the student is in grade 12 and new to the State of Michigan or the Michigan public school system.
- **Parent Refused/Student Refused** – Select this reason if the parent refused to allow the student to be tested or the student refused to take the test.
- **Previously Tested** – Select this reason if the student previously had taken any part of the MME or high school MI-Access in a prior year or if the student had previously been included in the high school accountability. If a student has been held back for several years, the system may not pick up on a test that was taken several years ago.
- **Suspension** – Select this reason if the student was suspended during the testing window.
- **Test Scores Missing** – Select this reason if a student tested and the answer document was sent for scoring. A missing test issue **must** have been entered during the Answer Documents Received review period to use this reason. If the answer document was sent for scoring and it was not reported as missing during the Answer Documents Received review period, giving us an opportunity to locate it, and it is past the deadline for submitting answer document issues, you must use the Administrative Error reason.

If you have a student that did not test and one of the reasons above do not apply, please email mde-accountability@michigan.gov.